Grant & Per Diem: SmartSimple Guide

How-To: **Upload Capital, Special Need or Case Management Grant Agreement**

Step 1: Retrieve grant agreement PDF file from your email

➢ When you receive the below email, follow the instructions in the email to initial and sign the PDF document.

➢ Scan your completed and signed document and save to your computer as a PDF.

➤ The Owner of the record will select the grant application in the <mark>My Applications</mark> area (ensure your "<mark>submitted</mark>" applications are selected)

If you do not see an application in "conditional selection" status, you are not the Owner of the record
If you are not the Owner, you will not be able to complete this action

If you have more than one application record in *conditional selection* status, ensure you are selecting the <u>correct record</u> (Case Management, Capital, etc.) and <u>upload only the signed agreement document that matches the FAIN/Grant ID</u>.

Step 3: Click the External Attachments tab

Step 4: Click the Upload button located under "Grant Agreement Upload"
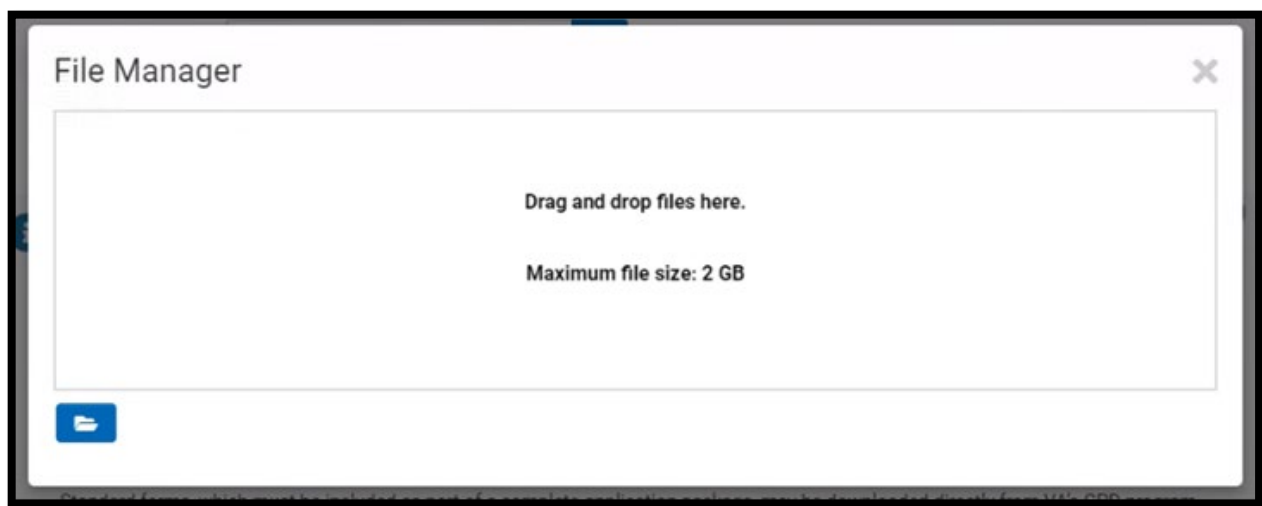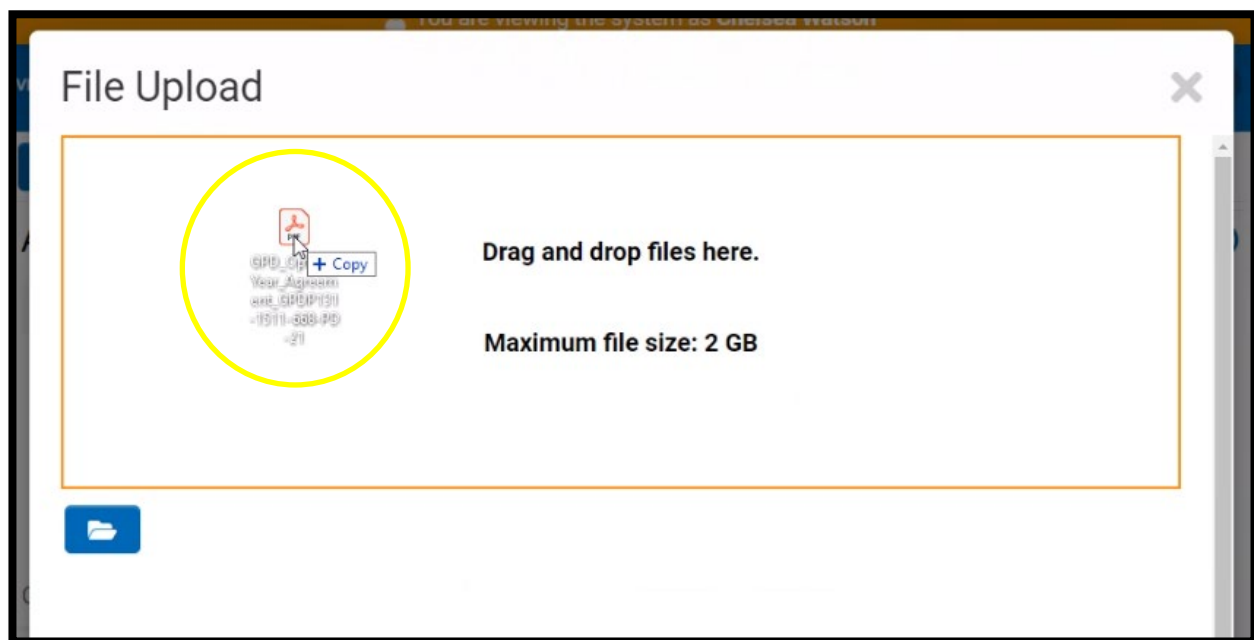
Step 5: Once the file manager window has opened, drag-and-drop your signed grant agreement PDF into the file manager window.
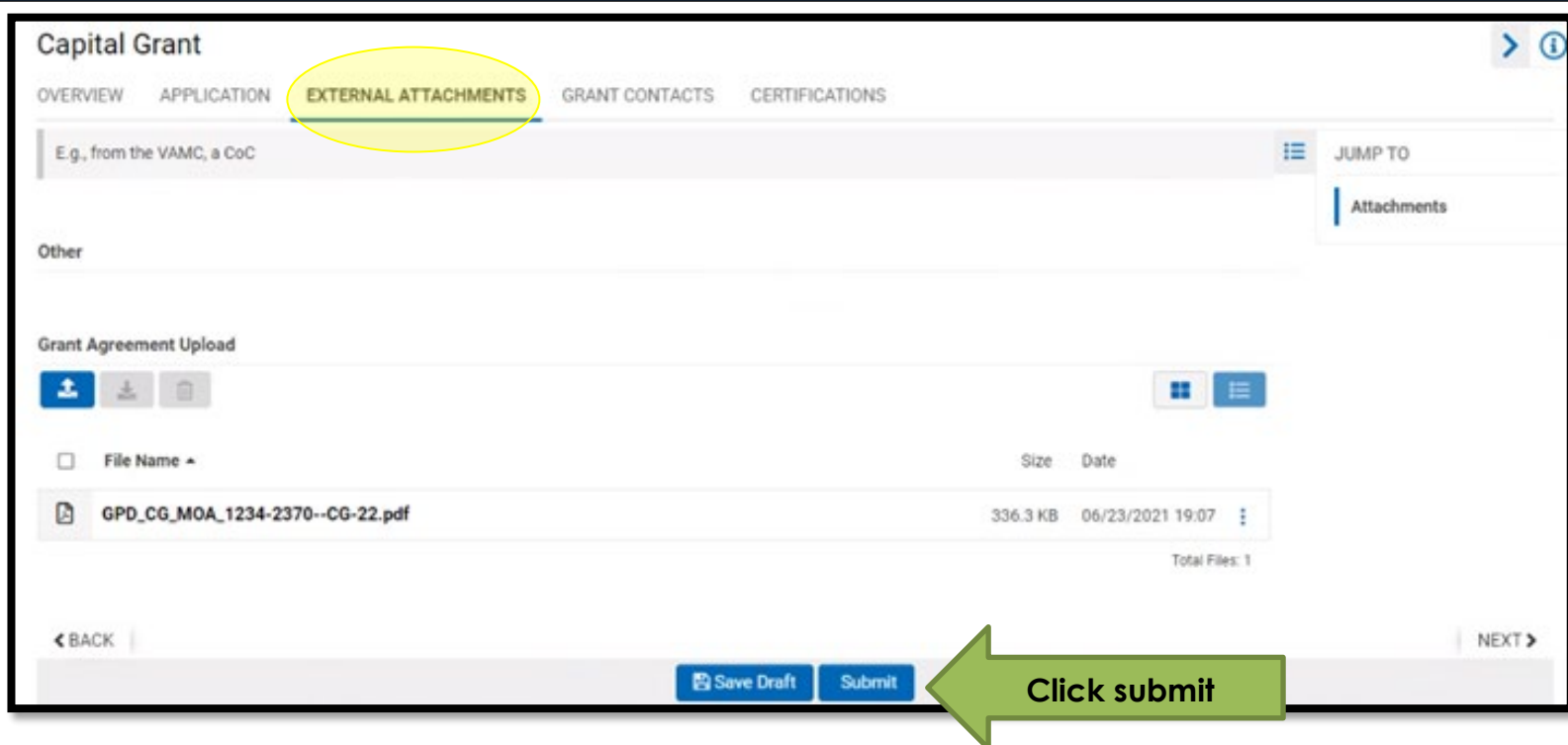
1.

Open the file manager window

2.

Drag and drop the PDF file of your signed grant agreement to upload

Step 6: Now that your upload is complete, close the file manager window

File Upload

Close

Drag and drop files here.

Maximum file size: 2 GB

☐	File Name ▲	Size	Date
📄	GPD_CG_MOA_1234-2370--CG-22.pdf	336.3 KB	06/23/2021 18:56 ⋮

Upload Complete

Total Files: 1

Step 7: Click the Submit button

Capital Grant

OVERVIEW   APPLICATION   **EXTERNAL ATTACHMENTS**   GRANT CONTACTS   CERTIFICATIONS

E.g., from the VAMC, a CoC

JUMP TO

Attachments

Other

Grant Agreement Upload

☐	File Name ▲	Size	Date
📄	GPD_CG_MOA_1234-2370--CG-22.pdf	336.3 KB	06/23/2021 19:07 ⋮

Total Files: 1

‹ BACK   NEXT ›

Save Draft   Submit   **Click submit**

CONGRATULATIONS! We have received your signed grant agreement file. You do not need to do anything else. We will contact you if anything else is needed.